

Contract Title: FILING SYSTEMS: MOBILE, STATIONARY, AND, SHELVING, STATEWIDE CONTRACT
Contract Number: 405953
T-Number: 92371
Begin Date: 2004-11-01
End Date: 2007-03-31
Payment Terms: NONE
Delivery: 28-42 DAYS
Political Subdivision Eligibility: Y
Master Ship-To: R0 (STATEWIDE DELIVERY)
Minimum Order: 0.00

Vendor Number: 72079194002
ASSOCIATED OFFICE SYSTEMS
OF LA INC
STE C
2161 QUAIL RUN DR
BATON ROUGE, LA 70808
Vendor Contact: DALE P CASTRO
Vendor Contact Phone: (225) 766-5558

Distributors?: N

Contract Notes:

MOBILE & STATIONARY FILING SYSTEMS & SHELVING
SPECIAL TERMS AND CONDITIONS
CONTRACT NUMBER 405953

THIS IS A NON-MANDATORY CONTRACT AND IS ALSO AVAILABLE FOR USE BY
ELIGIBLE POLITICAL SUBDIVISIONS AND QUASI AGENCIES.

PRICES INCLUDE DESIGN, DELIVERY AND INSTALLATION

PRIMARY VENDOR IS ASSOCIATED OFFICE SYSTEMS
2161 QUAIL RUN DRIVE, STE C
BATON ROUGE, LA 70808

CONTACT IS DALE CASTRO
TELEPHONE (225) 766-5558
FAX (225) 766-1019

ALL ORDERS GO TO THE PRIMARY VENDOR.

PURPOSE AND BACKGROUND

THIS COVERS HIGH DENSITY MOBILE AND STATIONARY FILING SYSTEMS
AND SHELVING. THIS IS A DISCOUNT OFF THE CATALOG LIST PRICE SUBMITTED
WITH BID. PRICE LIST DATES JULY 1, 2002 WITH REVISIONS - APRIL 2004.

1. DELIVERY AND INSTALLATION: THE VENDOR HEREBY AGREES THAT HE WILL
INITIATE SHIPMENT FROM FACTORY WITHIN FOUR (4) TO SIX (6) WEEKS FOR
STANDARD DELIVERY AND TWO (2) WEEKS FOR "QUICK SHIP" AFTER RECEIPT OF
ORDER. INSTALLATION WILL PROCEED IN A TIMELY FASHION WITH A DEADLINE
AND SCHEDULE MUTUALLY AGREED TO IN WRITING BY THE USER AGENCY AND THE
VENDOR.

2. LIQUIDATED DAMAGES: THE VENDOR HEREBY ALSO AGREES TO PAY AS
LIQUIDATED DAMAGES THE SUM OF .1% OF THE PURCHASE PRICE
FOR EACH CONSECUTIVE CALENDAR DAY WHICH INSTALLATION IS NOT
SUBSTANTIALLY COMPLETE BEGINNING WITH THE FIRST DAY BEYOND
THE SUBSTANTIAL COMPLETION TIME AS AGREED.

3. DESIGN FEE: IF AN AGENCY DECIDES TO ABANDON A PROJECT WHEN THE

VENDOR HAS ALREADY INVESTED DESIGN TIME, THE AGENCY IS LIABLE FOR A PORTION OF THE VENDOR'S DESIGN FEE. IF APPLICABLE, THE VENDOR SHALL INVOICE THE USER BASED ON PERCENTAGE OF DESIGN COMPLETION USING THE DESIGN FEE PERCENTAGE OF LIST QUOTED ON THE PURCHASE ORDER. THE DESIGN PHASE IS CONSIDERED COMPLETE AT THE POINT OF ORDER PLACEMENT.

4. PAYMENT TERMS: IF ALL COMPONENTS HAVE BEEN DELIVERED BUT THE PUNCH LIST HAS NOT BEEN SATISFIED BECAUSE REPLACEMENT PARTS ARE REQUIRED, PROGRESS PAYMENTS MAY BE MADE UP TO NINETY (90) PERCENT OF THE PURCHASE PRICE. THE REMAINING TEN (10) PERCENT WILL BE PAID UPON FINAL DELIVERY AND INSTALLATION OF FINAL COMPONENTS, AND COMPLETION OF THE PUNCH LIST.

5. THE CONTRACTORS WILL BE REQUIRED TO ASSUME RESPONSIBILITY FOR ALL ITEMS OFFERED IN THEIR BID WHETHER OR NOT THEY MANUFACTURE THEM. FURTHER, THE STATE WILL CONSIDER THE CONTRACTORS TO BE THE SOLE POINT OF CONTACT WITH REGARD TO CONTRACTUAL MATTERS.

8. AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR FIVE (5) ADDITIONAL SIX (6) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. CONTRACT NOT TO EXCEED THIRTY-SIX (36) MONTHS.

CONTRACT SERVICE SPECIFICATIONS

ALL SYSTEMS AND COMPONENTS SHALL BE INSTALLED LEVEL, PLUMB, SQUARE AND WITH PROPER ALIGNMENT. THE SYSTEMS SHALL BE SECURELY INTERCONNECTED AND SHALL BE SECURELY ATTACHED TO THE BUILDING WHEN REQUIRED. AS PART OF THE REQUIRED INSTALLATION SERVICES, THE VENDOR SHALL:

- A. CONDUCT AN INSPECTION OF THE BUILDING AND CONSTRUCTION PLANS TO IDENTIFY PHASING AND STAGING OR ANY RESTRICTIONS, WHICH MIGHT IMPACT INSTALLATION.
- B. RECEIVE INVENTORY, UN-CARTON AND STAGE PRODUCT. PACKING MATERIALS SHALL BE REMOVED FROM THE WORK AREA AT THE END OF EACH DAY. THE SITE WILL BE LEFT "BROOM "CLEAN".
- C. COORDINATE WITH THE USER'S CONTACT PERSON AND SUB-CONTRACTORS (I.E. TELEPHONE, ELECTRICAL, ETC.) TO SCHEDULE TIMING OF EACH.
- D. REPAIR OR REPLACE PARTS WITH OBVIOUS SCRATCHES, TEARS AND DENTS THAT MAY OCCUR PRIOR TO USER'S ACCEPTANCE.
- E. ENSURE THAT THE SYSTEM SHALL BE CLEANED, ADJUSTED, LEVELED, INSPECTED FOR DAMAGE AND READIED FOR USE.
- F. UPON COMPLETION OF PLACEMENT AND LEVELING OF ALL FILING SYSTEMS, COMPILE A "PUNCH LIST" WITH THE USER'S CONTACT PERSON AND COMPLETE ALL ITEMS LISTED.
- G. DISPOSE OF ALL DELIVERY AND INSTALLATION DEBRIS, INCLUDING PACKING MATERIALS.

WARRANTY SPECIFICATIONS

THE SYSTEMS PRODUCT LINE AND ELECTRICAL COMPONENTS SHALL HAVE A MINIMUM FIVE (5) YEAR WARRANTY COVERING PARTS AND LABOR. SERVICE/REPAIR CALLS, PARTS COSTS, DELIVERY COSTS, TRAVEL, TAXES, ETC. WILL NOT BE CHARGED TO THE USER OR THE OWNER FOR WARRANTY COVERED PARTS. THESE COSTS WILL BE THE RESPONSIBILITY OF THE VENDOR.

WHEN A PROBLEM DEVELOPS OR IS NOTICED WITH A PRODUCT COMPONENT OR ASSEMBLY, THE APPROPRIATE VENDOR WILL BE CONTACTED BY THE USER'S CONTACT PERSON. THE VENDOR

SHALL RESPOND AS NECESSARY (SITE VISIT, ORDER OF REPLACEMENT PART, ETC)
WITHIN 2 WORKING DAYS.

Contract Items:

Line#	Commodity#	Unit Price	UoM	Brand	Model
00001	42581119943	0.00000	LOT		
FILING SYSTEMS: SPACESAVER BRAND MOBILE, STATIONARY, CANTILEVER AND SHELVING TO BE DESIGNED, DELIVERED AND INSTALLED IN ACCORDANCE WITH SPECIFICATIONS, TERMS AND CONDITIONS AND OTHER RELATED DOCUMENTS.					
TIER I (\$1 THRU 25,000 AT LIST PRICE) DISCOUNT OFF THE LIST PRICE 48%					
00002	42581119943	0.00000	LOT		
FILING SYSTEMS: SPACESAVER BRAND MOBILE, STATIONARY, CANTILEVER AND SHELVING TO BE DESIGNED, DELIVERED AND INSTALLED IN ACCORDANCE WITH SPECIFICATIONS, TERMS AND CONDITIONS AND OTHER RELATED DOCUMENTS.					
TIER II (25,001 THRU 100,000 AT LIST PRICE) DISCOUNT OFF THE LIST PRICE 50%					
00003	42581119943	0.00000	LOT		
FILING SYSTEMS: SPACESAVER BRAND MOBILE, STATIONARY, CANTILEVER AND SHELVING TO BE DESIGNED, DELIVERED AND INSTALLED IN ACCORDANCE WITH SPECIFICATIONS, TERMS AND CONDITIONS AND OTHER RELATED DOCUMENTS.					
TIER III (\$100,001 THRU 350,000 AT LIST PRICE) DISCOUNT OFF THE LIST PRICE 52%					
00004	42581119943	0.00000	LOT		
FILING SYSTEMS: SPACESAVER BRAND MOBILE, STATIONARY, CANTILEVER AND SHELVING TO BE DESIGNED, DELICERED AND INSTALLED IN ACCORDANCE WITH SPECIFICATIONS, TERMS AND CONDITIONS AND OTHER RELATED DOCUMENTS.					
TIER IV ((\$GREATER THAN \$350,001 AT LIST PRICE) DISCOUNT OFF THE LIST PRICE 54%					
00005	42581119943	0.00000	LOT		
ABANDONED PROJECTS FEE: VENDOR MAY INVOICE THE USER BASED ON PERCENTAGE OF DESIGN COMPLETION X THE DESIGN FEE, (WHICH IS 1% OF LIST PRICE)X THE PROJECTS BUDGET AT LIST PRICE. THE DESIGN IS CONSIDERED COMPLETE AT TIME OF ORDER PLACEMENT.					

DESIGN FEE IS 1% OF LIST PRICE.
